

**STAFF MEETING MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING  
ROOM 113  
THURSDAY, MAY 8, 2003  
8:30 A.M.**

Commissioners Present: Bernie Heier, Chair  
Ray Stevens, Vice Chair  
Larry Hudkins  
Bob Workman  
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer  
Gwen Thorpe, Deputy Chief Administrative Officer  
Bruce Medcalf, County Clerk  
Trish Owen, Chief Deputy County Clerk  
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:36 a.m.

**AGENDA ITEM**

**1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, MAY 1, 2003**

**MOTION:** Stevens moved and Schorr seconded approval of Staff Meeting minutes of May 1, 2003. Stevens, Workman, Heier, Schorr and Hudkins voted aye. Motion carried.

**2 ADDITIONS TO THE AGENDA**

- A. Proposal for Services from Warren Cook, Coordinator of Adult Offender Services
- B. Pending Items on County Board of Commissioners Meeting Agenda

**MOTION:** Stevens moved and Hudkins seconded approval of the additions to the agenda. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

**3 LEGISLATIVE UPDATE - Gordon Kissel, Legislative Consultant**

Gordon Kissel, Legislative Consultant, gave a legislative update (Exhibit A).

**4 NATURAL GAS PRICING - Don Killeen, County Property Manager**

Don Killeen, County Property Manager, reported an offer from Cornerstone Energy, Inc. to enroll the County in the Business Energy Options Program of Aquila, Inc. He said the cap price is guaranteed not to exceed \$0.82 per therm (\$0.05 per therm premium) for the billing period beginning June 1, 2003 and concluding April 30, 2004. In addition to the cap price rate, a fixed monthly transportation administration fee of \$9.00 per month is required for each meter. Killeen noted that the County has 15-20 meters.

**MOTION:** Workman moved and Schorr seconded to accept the offer. Schorr, Workman, Heier and Stevens voted aye. Hudkins voted no. Motion carried.

**5 COMMUNITY HEALTH ENDOWMENT (CHE) GRANT (STRENGTHENING MULTI-ETHNIC FAMILIES AND COMMUNITIES PROJECT) - Kit Boesch, Human Services Administrator**

Kit Boesch, Human Services Administrator, requested authorization to apply for a Community Health Endowment (CHE) Grant on behalf of the Substance Abuse Action Team (SAAT) for the Strengthening Multi-Ethnic Families and Communities Project. She said there will be no County funds involved other than fiscal management through the County Grants Coordinator.

**MOTION:** Schorr moved and Stevens seconded approval of the request. Stevens, Heier, Workman, Schorr and Hudkins voted aye. Motion carried.

In response to a question from Stevens, Boesch said in-kind donations from partner agencies will cover the \$14,000 in project costs not covered by the grant request.

**6 COUNTY CLERK TEMPORARY EMPLOYEES FOR BOARD OF EQUALIZATION PROTESTS - Trish Owen, Chief Deputy County Clerk**

Trish Owen, Chief Deputy County Clerk, requested authorization to hire two temporary employees to assist with property valuation protests. She said they would be hired at the lowest grade/step for County Records Specialist I (\$11.40/hour), without benefits.

**MOTION:** Stevens moved and Hudkins seconded approval of the request. Hudkins, Stevens, Heier, Workman and Schorr voted aye. Motion carried.

**7 POTENTIAL LITIGATION - Doug Cyr and Dave Johnson, Deputy County Attorneys**

**MOTION:** Hudkins moved and Schorr seconded to enter Executive Session at 9:55 a.m. for discussion of potential litigation. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

**MOTION:** Workman moved and Stevens seconded to exit Executive Session at 10:08 a.m. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

**8 INSURANCE CONSULTANT REQUEST FOR PROPOSALS (RFP) -**  
Georgia Glass, Personnel Director; Bill Kostner, City Risk Manager; Bill Thoreson, Benefits Specialist; Vince Mejer, Purchasing Agent

Georgia Glass, Personnel Director, said there were eleven responses to the Request for Proposals (RFP) for an insurance consultant. A review committee interviewed four of the respondents and recommends selection of Milliman USA.

Vince Mejer, Purchasing Agent, said the contract amount will be \$29,700 for the first year, with annual increases tied to the Consumer Price Index (CPI).

Glass said Marsh USA, Inc., the current insurance consultant, will still provide the County with a year-end analysis.

**9 COMMUNITY HEALTH ENDOWMENT GRANTS (HARVEST PROJECT AND MEDICAL TRANSPORT) -** Dean Settle, Community Mental Health Center Director

Dean Settle, Community Mental Health Center Director, requested authorization to seek Community Health Endowment Grants for the following projects: 1) The Harvest Project; 2) Peer Employment Project Providing Essential Medical Transportation; and 3) Mental Illness Awareness Week Activities 2003 (Exhibits B, C & D), noting that none involve County monies.

Sue Eckley, Workers' Compensation & Risk Management Manager, appeared and said the County's insurance carrier may not want to include the van that will be used for medical transportation in the fleet coverage. She said the van could be insured separately and presented a specialty auto quote from Cornhusker Casualty Company in the amount of \$3,516 (Exhibit E).

Settle said \$400 is budgeted in the grant for insurance. He said another option would be to pursue coverage through the Lincoln/Lancaster Mental Health Foundation (the County leases the van from the Lincoln/Lancaster Mental Health Foundation).

**MOTION:** Stevens moved and Schorr seconded approval of the three grant requests. Stevens, Heier, Workman, Schorr and Hudkins voted aye. Motion carried.

**10 BUDGET OVERVIEW** - Dave Kroeker, Budget and Fiscal Officer

Dave Kroeker, Budget and Fiscal Officer, gave an overview of the following documents (Exhibits F & G), noting shaded areas are estimates:

- Lancaster County, Comparison FY04 to FY03 Expense Budget

Hudkins requested an explanation of the 34.10% increase for Records & Information Management (648).

- Lancaster County, Comparison FY04 to FY03 Revenue Budget
- Lancaster County, Property Tax Funded Budgets, FY04 Requested Budget Compared to FY03 Adopted
- Major Changes - FY04 Budget Request
- Personnel Service Costs
- Lancaster County Building Fund Budget

Hudkins suggested that funds be set aside for a storage garage for the County Sheriff, Emergency Management and County Sheriff.

- Interest Income Comparison, Lancaster County
- Lancaster County, Year End Fund Balances From Budgets

Kroeker said he did not include funds to increase the Cash Reserves.

- Keno Fund, FY03 Budget

Kroeker said the Health Insurance Portability & Accountability Act (HIPAA) Compliance/Community Mental Health Center (CMHC) Information System is a major item.

Dean Settle, Community Mental Health Center Director, appeared and said he sent a letter to the former Region V Director in September of 2002 suggesting that the adult mental health providers join together and look for a common user system.

Heier said Settle should resend the letter to Doris Karloff, Region V Executive Committee Chair, and Dave Merrill, Region V Interim Director.

- Status of Previous AMS Advantage Releases

- Memorandum from Jim Walkenhorst, Information Services Systems Project Manager, Regarding Projected One World Implementation and Ongoing Operational Costs
- Projected ADVANTAGE 3X Implementation and Ongoing Costs

Kroeker said AMS ADVANTAGE 2.x, the current financial system, will retire on July 1, 2005. He estimated that the County could save \$641,256 over a ten year period by converting from ADVANTAGE to JD Edwards.

- P.C. Requests for FY04
- General Fund (612)

Kroeker said the "biggest unknown" is Transfer-Bridge Road (Object 6052).

- Justice System Miscellaneous
- Health & Human Services (805)
- FY04 Valuations & Tax Rates

Kroeker said the County will have \$5 million more than last year if there is a 14.46% increase and the tax rate is left the same.

- Lancaster County, LC-3 Supporting Schedule

Kroeker said there is \$14,854,236 of budget carryover from Fiscal Year 2003 that could be used if there is room under the \$0.30 lid. He said "if everything else in the mix comes out reasonable, then we could go \$2,391,000 without dipping into the carryforward."

- Lancaster County, Change in Taxable Assessed Valuation, Last Ten Years
- Lancaster County, Historical Valuations and Levies

## **11 ADMINISTRATIVE OFFICER REPORT**

### **A. Wildrose Lane Letter**

The Board reviewed two letter drafts (see agenda packet).

Workman said he believes the letter has the "flavor" of opposition and said sending the letter at this time might stymie discussion at the City-County Common.

Hudkins said the letters, as drafted, do not preclude any options, rather urge continuation of the study. He said the Technical Committee limited its study to one option and recommended closure of Wildrose Lane and construction of a connection from Fletcher Avenue to North 31<sup>st</sup>. Hudkins said this is not acceptable to the rural residents.

Eagan said the letter was intended to precede discussion of amendments to the Comprehensive Plan and to ask that study of all options for Wildrose Lane be continued.

Heier said perhaps the City should annex the entire area.

The Board requested the following changes: 1) Eliminate the word *strongly* in the first sentence of Paragraph 5; and 2) Add the following sentence to the end of Paragraph 5: *Therefore, it is the Board's position that the Comprehensive Plan should not be amended to indicate closure of Wildrose Lane.*

**MOTION:** Hudkins moved and Stevens seconded approval of Draft A, with those changes, and directed that copies be sent to Allan Abbott, City Public Works/Utilities Director; Marvin Krout, Planning Director; and the Planning Commission.

**FRIENDLY AMENDMENT:** Workman moved and Stevens seconded approval of a friendly amendment to the motion to have the Chair sign the letter on behalf of the Board. Schorr, Workman and Stevens voted aye. Hudkins and Heier voted no. Motion carried.

**VOTE ON THE ORIGINAL MOTION:** Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

#### B. Community Mental Health Center Relocation

Dean Settle, Community Mental Health Center Director, reported on a meeting held with Kent Seacrest, attorney for the Joint Antelope Valley Authority, to discuss the possibility of a county campus in the Antelope Valley redevelopment area.

Hudkins said Seacrest estimated that it will take four to five years to get those sites ready.

Settle indicated that there are two years remaining to pay the bond for rehabilitation of the current facility.

Heier noted there is a possibility that the State may take over community mental health services.

#### C. Pension Update

Eagan reported on a conference call held with representatives of Nationwide Retirement Solutions (NRS) to work out the final details on NRS's pension plan proposal, noting there is still disagreement with regards to the final array of investments. He said the Pension Review Committee will review the information on May 12, 2003 and said a presentation on the final proposal is scheduled on the May 22, 2003 Staff Meeting agenda.

#### D. Health Insurance Portability & Accountability Act (HIPAA) Update

Gwen Thorpe, Deputy Chief Administrative Officer, presented a proposal from HIPAA Academy, HIPAA Consultant, to provide an Electronic Data Interchange (EDI) and security check for Lancaster Manor and the Community Mental Health Center (Exhibit H). She said the total cost of the audit, review meeting and travel expenses will not exceed \$5,000. Thorpe said the review meeting will be videotaped and said a written report may also be requested, at a cost of \$2,000.

Thorpe noted that HIPAA Academy has offered the City and County a two year program, at a cost of \$13,000 each, but said the City Attorney has asked that a decision be delayed until the new administration is in place.

In response to a question from Stevens, Thorpe said the 25% advance payment requirement will be eliminated.

Schorr noted an error in meal expenses.

Board consensus was to schedule the contract on a County Board of Commissioners Meeting agenda.

#### E. Request for Payment from Warren Cook, Coordinator of Adult Offender Services

Thorpe said Warren Cook, Coordinator of Adult Offender Services, has requested an interim payment in the amount of \$3,000 (\$6,000 is due at completion of the contract in June, 2003). She said the contract will need to be amended, as it was set up to pay upon receipt of deliverables.

**MOTION:** Stevens moved and Workman seconded to authorize Gwen Thorpe, Deputy Chief Administrative Officer, and Dave Johnson, Deputy County Attorney, to draft an amendment to the contract for Warren Cook, Coordinator of Adult Offender Services, to provide for an interim payment in the amount of \$3,000. Stevens, Heier, Workman, Schorr and Hudkins voted aye. Motion carried.

### **ADDITIONS TO THE AGENDA**

- A. Proposal for Services from Warren Cook, Coordinator of Adult Offender Services

The Board reviewed a proposal for additional services from Warren Cook, Coordinator of Adult Offender Services (Exhibit I) and decided to send him a letter, indicating that the proposal is premature.

- B. Pending Items on County Board of Commissioners Meeting Agenda

Thorpe said she contacted the Planning Department regarding the Board's request that a letter be sent to the Realty Trust Group asking whether the following items are still relevant or may be removed from Pending: A.) Comprehensive Plan Amendment Number 02001.A, requested by the Realty Trust Group, to amend the 2025 Lincoln-Lancaster County Comprehensive Plan to change the designation from Agriculture to Urban Residential and Commercial uses, on property generally located at the northeast corner of 84<sup>th</sup> and Van Dorn Streets; and B.) Comprehensive Plan Amendment Number 02001.B, requested by the Realty Trust Group, to amend the 2025 Lincoln-Lancaster County Comprehensive Plan to change the designation from Agriculture to Urban Residential and Commercial uses, on property generally located at the southeast corner of 84<sup>th</sup> and South Streets. She said the two items are Comprehensive Plan amendments from last year and said the Planning Department will contact the applicant about pulling them off Pending once this year's Comprehensive Plan amendments are approved.

**MOTION:** Schorr moved and Hudkins seconded to direct the Chief Administrative Officer to request a County Attorney's opinion on the issue of removal of Pending Items from the County Board of Commissioners Meeting agenda. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

## **12 DISCUSSION OF BOARD MEMBER MEETINGS**

- A. Lincoln-Lancaster County Ecological Advisory Committee - Heier

Heier said the Southeast Upper Salt Creek Watershed was discussed.

B. Lincoln Partnership for Economic Development - Heier

Eagan said an executive summary of the Economic Development Strategic Marketing Plan (Final Report) from AngelouEconomics Inc. was presented.

C. District Energy Corporation - Heier, Hudkins

Hudkins said there was no increase to rates for the coming year. He said there was also a presentation on the Lincoln Electric Systems' (LES's) new Salt Valley Generating Station.

Heier questioned whether there is adherence to setback requirements for natural gas and anhydrous ammonia lines.

D. Hometown Security Study Committee - Hudkins

Hudkins asked Board members to indicate by May 15, 2003 whether they favor utilizing general obligation bonds or a telephone land line surcharge to fund future infrastructure for 911/Emergency Communications, Lincoln Police Department, County Sheriff's Office and the Lincoln Fire Department.

**13 AGENDA ITEMS FOR COUNTY BOARD MEETING OF TUESDAY, MAY 13, 2003**

A. Recognition of outgoing Mayor Don Wesely for his dedicated service to the citizens of Lincoln and Lancaster County and congratulations to newly elected Mayor Coleen Seng and City Council members Jon Camp, Jonathan Cook, Annette McRoy and Patte Newman.

**14 ADJOURNMENT**

**MOTION:** Stevens moved and Hudkins seconded to adjourn the meeting at 11:46 a.m. Hudkins, Schorr, Workman, Heier and Stevens voted aye. Motion carried.

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Bruce Medcalf  
County Clerk